

ADS-8-2

FBIS 1463-88
01 August 1988



MEMORANDUM FOR: C/ID/CSG/OIT
C/OIT/EG/CED

ATTENTION: [Redacted]
FROM: [Redacted]

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Chief, Administrative Staff, FBIS

SUBJECT: Outstanding FBIS Telephone Work

REFERENCE: FBIS memo, same subject FBIS 1415-88, dtd 1 April 1988

1. This is the fifth in a series of monthly memoranda tracking the status of our outstanding telephone requests. We hope these memos will assist you, Communications Engineering Division and Contel in completing the work we have requested in a timely fashion.

2. Outstanding FBIS priority work, please upgrade as necessary. This FBIS work is to be initiated prior to other FBIS requests and in the sequence shown.

a. 27 Apr 88, request #09746, Rooms 3S46A, 3S46B, and 3S18.
Reconfiguration of MicroVax Circuits to Dial-up Mode,

DATA TERMINAL			MICROVAX		
Jack Number	Telephone Extension	Room Number	Jack Number	Telephone Extension	Room Number
1. BS2-023	[Redacted]	2S46B	N/A	[Redacted]	3N18
2. BS2-036		2S46A	N/A		"
3. BS3-130		3S18	N/A		"
4. BS3-125		"	N/A		"

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b. Telephones in 3S18. This telephone request was cancelled but resubmitted as following:

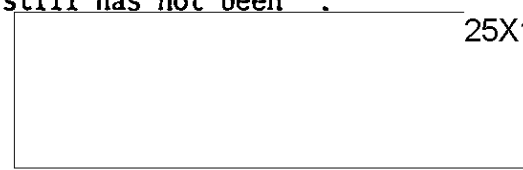
1. Request M01135 - A combination of former request M00896, M00897, M00899, M00900.
2. Request M01047

c. 3812 Laser Printer, Room 3N18. We are awaiting the briefing sponsored by IBM for the proper operation of the printer.

d. 01 April 88, Room 2S16. The 3812 Printer still has not been installed.

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3. The following are lists of outstanding work requests, completed requests, and cancelled requests, to the best of FBIS's knowledge.

<u>DATE SUBMITTED</u>	<u>REQUEST #</u>	<u>ROOM #</u>
09-30-87	06546 (M00418)	2S10, 2S16
12-07-87	06530	1S22, 1N48
12-18-87	06540	All Groups
01-15-88	06507	3N54E
01-21-88	24400 (M00494)	2S49
01-28-88	09750	3S22B
02-01-88	06508 (M00489)	3N28G
02-01-88	06510 (M00490)	3N54
02-16-88	06503	3N54E
02-18-88	24382	1S18
02-25-88	06511	3S11B
04-27-88	09746	VARIOUS
04-01-88	M00578B	1S18A
04-01-88	M00579	1S18A
04-12-88	M00581	1S18A
04-21-88	M00586	1S04E
04-21-88	M00590	3S05
05-06-88	M00641	3S05
05-11-88	M00650	3N54
05-09-88	M00654	3N18
05-24-88	M00658	3S09
05-24-88	M00629	3S24
05-24-88	M00664	3S24
05-25-88	M00656	1S13
06-22-88	M00934	1S15
07-88	M01134	3S24

4. Attempting to work with OIT to obtain the information listed above has pointed out the definite need for FBIS to have a functional system for tracking our telephone work requests. At the present time the OIT automated system is not meeting the needs of FBIS, for the following reasons:

a. FBIS needs an accurate monthly listing of all outstanding work requests, requests pending, and requests completed. The present system does not allow for this information, leaving the office with incomplete records.

b. The DS&T Staff should be eliminated from routing of the FBIS telephone work order system. This unnecessary stop has created a major delay in the completion of FBIS work requests. Chief, Administrative Staff, DS&T, [redacted] has given the consent and authority for FBIS to work directly with OIT without DS&T Staff involvement.

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c. [] is listed in the current system as the ADP officer for telephone requests. He is not assigned to this staff, and it should be changed to [] in our Logistics Branch. This change is necessary to assure work orders are not submitted to OIT without FBIS Administrative Staff's approval.

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5. Please contact our Chief, Logistics Branch, [] extension [] or myself for any additional details or information on our inquiries. We appreciate your assistance.

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1 - C/DS&T Admin Staff

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ADMIN/FBIS/DS&T/[]

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